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## Finding Aid for the Papers of the Center for Healthy Aging 1976-

Processed by John Howard Fowler

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**Note**

Geographical (By Place)--California--Los Angeles Area

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## Finding Aid for the Papers of the Center for Healthy Aging 1976-

**Collection number: 414**

Specialized Libraries and Archival Collections  
USC Archival Research Center  
University of Southern California  
Los Angeles, California 90089-0189

### Contact Information

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### Descriptive Summary

**Title:** Papers of the Center for Healthy Aging,

**Date (inclusive):** 1976-

**Collection number:** 414

**Creator:** Center for Healthy Aging

**Extent:** 4 boxes(6 linear feet)

**Repository:** University of Southern California, Special Libraries and Archival Collections  
Los Angeles, CA 90089-0189

**Abstract:** The Center for Healthy Aging is a Santa Monica based organization whose main goal is to provide health advice and counselling for senior citizens who might otherwise not be able to afford such care. The Center began in 1976 under the name of Senior Health Peer Counseling; the name was changed to Center for Healthy Aging in 1995. The collection presently contains materials from the governing board meetings, correspondence of the Center's two executive officers, Bernice Bratter (1976-1985) and Monika White (1985-the present), some publications, materials relating to grants and to cooperative efforts between the Center and other charitable organizations on the Westside of Los Angeles.

**Physical location:** Stored off-site. Advance notice is required for access to the collection. Please contact for paging information.

**Language:** English.

### Access

Collection is open for research.

### Publication Rights

Copyright has not been assigned to the California Social Welfare Archives. All requests for permission to publish or quote from manuscripts must be submitted in writing to the Center for Healthy Aging.

### Preferred Citation

Papers of the Center for Healthy Aging. California Social Welfare Archives, University of Southern California.

### Acquisition Information

The material was acquired from the Center for Healthy Aging and its Director, Monika White.

### Processing Note

The Papers were received in fairly good order. For the most part, original order was adhered to in creating the archival files. Exceptions to this rule are to be found mainly in the series dealing with publications, since what there were of these had to be extracted from other files.

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Newspaper clippings files were only selectively kept; those that appear in the Los Angeles Times or other easily available newspapers were not kept. Some photocopies of newspapers were made for preservation purposes. The Director of the Center has discussed continuing donations of records to the CSWA.

**Historical Note**

The Center for Healthy Aging is a Santa Monica based organization whose main goal is to provide health advice and counselling for senior citizens who might otherwise not be able to afford such care. The Center began in 1976 under the name of Senior Health peer Counseling; the name was changed to Center for Healthy Aging in 1995.

**Scope and Content**

The collection presently contains materials from the governing board meetings, correspondence of the Center's two executive officers, Bernice Bratter (1976-1985) and Monika White (1985-the present), some publications, and materials relating to grants and to cooperative efforts between the Center and other charitable organizations on the West side of Los Angeles. The papers provide a particularly good look at the Center's relationship to its directors and to other organizations.

**Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

**Subjects**

Bratter, Bernice

White, Monika

Center for Healthy Aging

Geographical (By Place)--California--Los Angeles Area

Social Sciences--Social Work

**Organization**

This collection is organized into the following series:

1. Administration
2. Extraneous Agencies
3. Governance
4. Grants and Proposals
5. Publications

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**1. Administration1987-1996**

Physical Description: 1 linear ft.

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Box: 4, Folder: 12

**Annual Giving Program1990-1991**

Note

Prepared by Netzel Associates, Inc.

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Box: 4, Folder: 17

**CARE Coordination1990**

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**Executive Director1987-1996**

**Bernice Bratter's Correspondence1987-1992**

Box: 2, Folder: 73

**June 1987-September 1987**

Box: 2, Folder: 74

**October 1987 - December 1987**

Box: 2, Folder: 75

**January 1988-March 1988**

Box: 3, Folder: 1

**April 1988-December 1988**

1. Administration 1987-1996

Executive Director 1987-1996

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Box: 3, Folder: 2	<b>January 1989-June 1989</b>
Box: 3, Folder: 3	<b>July 1989-December 1989</b>
Box: 3, Folder: 4	<b>January 1990 - June 1990</b>
Box: 3, Folder: 5	<b>July 1990 - December 1990</b>
Box: 3, Folder: 6	<b>January 1991 - May 1991</b>
Box: 3, Folder: 7	<b>June 1991 - September 1991</b>
Box: 3, Folder: 8	<b>October 1991 - December 1991</b>
Box: 3, Folder: 9	<b>January 1992 - April 1992</b>
Box: 3, Folder: 10	<b>May 1992 - July 1992</b>
Box: 3, Folder: 12	<b>Personnel Policies Manual c. 1996</b>

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Box: 4, Folder: 14                    **HOPE Project 1991-1995**

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**Older Adults Mental Health Recovery Services Program**

**Consultant Contracts 1992**

Box: 4, Folder: 9  
Box: 4, Folder: 10  
Box: 4, Folder: 11  
Box: 4, Folder: 8

**A-M**

**N-Z**

**FEMA Materials 1992**

**Providers 1992**

Scope and Content Note

Contact information for community workers and agencies.

2. **Extraneous Agencies**

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Box: 4, Folder: 15                    **Century City Hospital 1991**

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Box: 3, Folder: 21                    **County of Los Angeles 1988**

Note

Caring for Older Adults: Meeting the Challenge

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Box: 3, Folder: 22                    **County of San Diego 1990**

Note

Caregiver's Handbook

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Box: 3, Folder: 29                    **Department of Health Services. State of California 31 March 1993**

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**Los Angeles Caregiver Resource Center**

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2. Extraneous Agencies

Los Angeles Caregiver Resource Center

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Box: 3, Folder: 23                    **Fact Sheets 1991**  
Box: 4, Folder: 13                   **Resource Files 1988-1993**

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**Los Angeles County Department of Mental Health 1993**

Box: 3, Folder: 27                   **File #1**  
Box: 3, Folder: 28                   **File #2**

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**Los Angeles County Managed Care Planning Council**

Box: 3, Folder: 26                   **Meeting #10 16 June 1993**  
Box: 3, Folder: 25                   **Preliminary Reports of Consultant Committees 19 May 1993**  
Box: 3, Folder: 24                   **Unified System for a Healthy Los Angeles 15 June 1993**

Note  
Rough Draft #3.

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Box: 3, Folder: 20                   **National Fire Protection Association 1991**

Note  
Fire Safety Pamphlets

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Box: 4, Folder: 18                   **Santa Monica / West Los Angeles Clinical Research Cooperative 1993-1994**

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**Westside Health Crisis Coalition**

Note  
Coalition includes Venice Family Clinic, UCLA Medical Center, UCLA Schools of Medicine and Nursing, St. John's Hospital, Santa Monica UCLA Medical Center, Daniel Freeman Hospitals, Westside Women's Health Center, Venice Women's Clinic, & SHPC.

Box: 4, Folder: 1                    **Correspondence 1995 - 1996**  
   **Los Angeles County Contracts**  
Box: 4, Folder: 2                    **1995**  
Box: 4, Folder: 3                    **1996**

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**White House. United States Government**

Box: 3, Folder: 30                   **Clinton Administration Description of President's Health Care Reform Plan 07 September 1993**  
Box: 3, Folder: 31                   **President's Health Reform Proposal 15 September 1993**

Note  
Header for each page; "Working Group Draft. Privileged and Confidential."

3. Governance

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**Advisory Board/Board of Directors**
**Meeting Packets****Note**

Originally included Happenings and other SHPC/CHA publications; many of these have been abstracted to fill out the Publications series.

Box: 1, Folder: 67	<b>17 April 1991</b>
Box: 1, Folder: 68	<b>15 May 1991</b>
Box: 1, Folder: 69	<b>04 June 1991</b>
Box: 1, Folder: 70	<b>24 July 1991</b>
Box: 1, Folder: 71	<b>25 September 1991</b>
Box: 1, Folder: 72	<b>22 October 1991</b>
Box: 1, Folder: 73	<b>27 October 1991</b>
Box: 2, Folder: 30	<b>23 December 1991</b>

**Note**

End of year report from Bernice Bratter.

Box: 1, Folder: 74	<b>28 January 1992</b>
Box: 1, Folder: 75	<b>06 February 1992</b>
Box: 1, Folder: 76	<b>24 March 1992</b>
Box: 1, Folder: 77	<b>28 April 1992</b>
Box: 1, Folder: 78	<b>26 May 1992</b>
Box: 1, Folder: 79	<b>28 August 1992</b>
Box: 1, Folder: 80	<b>27 October 1992</b>
Box: 2, Folder: 1	<b>24 November 1992</b>
Box: 2, Folder: 2	<b>26 January 1993</b>
Box: 2, Folder: 3	<b>23 February 1993</b>
Box: 2, Folder: 4	<b>23 March 1993</b>
Box: 2, Folder: 5	<b>25 May 1993</b>
Box: 2, Folder: 6	<b>27 July 1993</b>
Box: 2, Folder: 7	<b>28 September 1993</b>
Box: 2, Folder: 8	<b>26 October 1993</b>
Box: 2, Folder: 9	<b>23 November 1993</b>
Box: 2, Folder: 10	<b>25 January 1994</b>
Box: 2, Folder: 11	<b>22 March 1994</b>
Box: 2, Folder: 12	<b>24 May 1994</b>
Box: 2, Folder: 13	<b>01 June 1994</b>

**Note**

Board of Directors Installation invitation.

Box: 2, Folder: 14	<b>26 July 1994</b>
Box: 2, Folder: 15	<b>15 November 1994</b>
Box: 2, Folder: 16	<b>17 January 1995</b>

**Note**

Includes 1994 Annual Report.

Box: 2, Folder: 17	<b>21 March 1995</b>
Box: 2, Folder: 18	<b>16 May 1995</b>
Box: 2, Folder: 20	<b>21 June 1995</b>

**Note**

Board of Directors Installation invitation.

Box: 2, Folder: 19	<b>18 July 1995</b>
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3. Governance

Advisory Board/Board of Directors

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Box: 2, Folder: 21	<b>31 October 1995</b> Note Meeting cancelled
Box: 2, Folder: 22	<b>05 December 1995</b> Note Includes 1995 Annual Report.
Box: 2, Folder: 23	<b>23 January 1996</b>
Box: 2, Folder: 24	<b>19 March 1996</b>
Box: 2, Folder: 25	<b>21 May 1996</b>
Box: 2, Folder: 26	<b>23 July 1996</b>
Box: 2, Folder: 27	<b>19 November 1996</b>
Box: 2, Folder: 28	<b>21 January 1997</b>
Box: 2, Folder: 29	<b>18 March 1997</b>
	<b>Board Retreat</b>
Box: 2, Folder: 31	<b>03 October 1990</b>
Box: 2, Folder: 32	<b>25 February 1992</b>
Box: 2, Folder: 33	<b>27 April 1993</b>
Box: 1, Folder: 64	<b>20 September 1994</b>
Box: 1, Folder: 65	<b>17 October 1995</b>
Box: 1, Folder: 66	<b>24 September 1996</b>
Box: 1, Folder: 1	<b>Rosters 1991-1995</b>

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**Executive Committee**

Note

Some have board member notes and interlineations. When two copies exist, both are kept if handwritten notes vary significantly. Before 1993, originally filed with board meetings.

Box: 1, Folder: 2	<b>13 March 1991</b>
Box: 1, Folder: 3	<b>06 April 1991</b>
Box: 1, Folder: 4	<b>08 May 1991</b>
Box: 1, Folder: 5	<b>12 May 1991</b>
Box: 1, Folder: 6	<b>12 June 1991</b>
Box: 1, Folder: 7	<b>10 July 1991</b>
Box: 1, Folder: 8	<b>11 September 1991</b>

Note

Includes copy of by-laws. 1991 Board roster extracted.

Box: 1, Folder: 9	<b>15 October 1991</b>
Box: 1, Folder: 10	<b>13 November 1991</b>
Box: 1, Folder: 11	<b>10 December 1991</b>
Box: 1, Folder: 12	<b>14 January 1992</b>
Box: 1, Folder: 13	<b>11 February 1992</b>

Note

Includes planning materials for board retreat.

Box: 1, Folder: 14	<b>10 March 1992</b>
Box: 1, Folder: 15	<b>14 April 1992</b>
Box: 1, Folder: 16	<b>12 May 1992</b>
Box: 1, Folder: 17	<b>09 June 1992</b>
Box: 1, Folder: 18	<b>14 July 1992</b>
Box: 1, Folder: 19	<b>13 October 1992</b>
Box: 1, Folder: 20	<b>12 January 1993</b>
Box: 1, Folder: 21	<b>13 April 1993</b>

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3. Governance

Executive Committee

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Box: 1, Folder: 22	<b>11 May 1993</b>
Box: 1, Folder: 23	<b>12 July 1993</b>
Box: 1, Folder: 24	<b>24 August 1993</b>
Box: 1, Folder: 25	<b>12 October 1993</b>
Box: 1, Folder: 26	<b>09 November 1993</b>
Box: 1, Folder: 27	<b>14 December 1993</b>
Box: 1, Folder: 28	<b>08 February 1994</b>
Box: 1, Folder: 29	<b>08 March 1994</b>
Box: 1, Folder: 30	<b>12 April 1994</b>
Box: 1, Folder: 31	<b>10 May 1994</b>
Box: 1, Folder: 32	<b>01 June 1994</b>
Box: 1, Folder: 33	<b>13 July 1994</b>
Box: 1, Folder: 34	<b>09 August 1994</b>
Box: 1, Folder: 35	<b>13 September 1994</b>
Box: 1, Folder: 36	<b>04 October 1994</b>
Box: 1, Folder: 37	<b>01 November 1994</b>
Box: 1, Folder: 38	<b>06 December 1994</b>
Box: 1, Folder: 39	<b>03 January 1995</b>
Box: 1, Folder: 40	<b>07 February 1995</b>

Note

Meeting cancelled

Box: 1, Folder: 41	<b>07 March 1995</b>
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Note

Includes table of organization and bylaws.

Box: 1, Folder: 42	<b>04 April 1995</b>
Box: 1, Folder: 43	<b>09 May 1995</b>
Box: 1, Folder: 44	<b>21 June 1995</b>
Box: 1, Folder: 45	<b>11 July 1995</b>
Box: 1, Folder: 46	<b>01 August 1995</b>
Box: 1, Folder: 47	<b>05 September 1995</b>
Box: 1, Folder: 48	<b>14 November 1995</b>
Box: 1, Folder: 49	<b>09 January 1996</b>
Box: 1, Folder: 50	<b>06 February 1996</b>

Note

Includes a copy of the 1995-2000 Strategic Plan

Box: 1, Folder: 51	<b>05 March 1996</b>
Box: 1, Folder: 52	<b>09 April 1996</b>
Box: 1, Folder: 53	<b>07 May 1996</b>
Box: 1, Folder: 54	<b>05 June 1996</b>
Box: 1, Folder: 55	<b>16 July 1996</b>
Box: 1, Folder: 56	<b>10 September 1996</b>

Note

Includes minutes of 21 August meeting, for which no packet is preserved.

Box: 1, Folder: 57	<b>08 October 1996</b>
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Note

Includes Personnel Policies Manual.

Box: 1, Folder: 58	<b>05 November 1996</b>
Box: 1, Folder: 59	<b>03 December 1996</b>
Box: 1, Folder: 60	<b>04 February 1997</b>

3. Governance

Executive Committee

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Box: 1, Folder: 61	<b>11 February 1997</b> Note Joint meeting with W.I.S.E.
Box: 1, Folder: 62	<b>04 March 1997</b>
Box: 1, Folder: 63	<b>01 April 1997</b>

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**Standing Committees**

Note

Committee Reports are often included in the minutes of Executive Board meetings.

Box: 2, Folder: 34  
Box: 2, Folder: 62

**Community Relations 1995**  
**Development 12 July 1995**  
**Finance**

Note

Sometimes meet with Planned Giving Committee.

Box: 2, Folder: 35  
Box: 2, Folder: 36  
Box: 4, Folder: 16

**1995**  
**1996**  
**Human Resource Committee 1992**  
**Nominating**

Box: 2, Folder: 37  
Box: 2, Folder: 38  
Box: 2, Folder: 39  
Box: 2, Folder: 40  
Box: 2, Folder: 41  
Box: 2, Folder: 63

**1993**  
**1994**  
**1995**  
**1996**  
**1997**

**Planned Giving 15 February 1995**  
**Planning**

Note

In 1994 the Planning Committee used the services of PISL consulting group. Documents for this consultation are in the Task Forces subseries.

Box: 2, Folder: 42  
Box: 2, Folder: 43  
Box: 2, Folder: 44  
Box: 2, Folder: 45  
Box: 2, Folder: 46  
Box: 2, Folder: 47  
Box: 2, Folder: 48  
Box: 2, Folder: 49  
Box: 2, Folder: 50  
Box: 2, Folder: 51  
Box: 2, Folder: 52  
Box: 2, Folder: 53  
Box: 2, Folder: 54  
Box: 2, Folder: 55  
Box: 2, Folder: 56  
Box: 2, Folder: 57  
Box: 2, Folder: 58  
Box: 2, Folder: 59

**1991**  
**1992**  
**1993**  
**Jan 1994-Feb 1994**  
**08 March 1994**  
**04 April 1994**  
**02 August 1994**  
**23 August 1994**  
**17 October 1994**  
**01 December 1994**  
**10 January 1995**  
**11 April 1995**  
**11 May 1995**  
**17 August 1995**  
**28 September 1995**  
**16 October 1995**  
**23 October 1995**  
**17 January 1996**

Note

Retreat.

Box: 2, Folder: 60  
Box: 2, Folder: 61

**07 March 1996**  
**28 August 1996**

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**Task Forces**

**Scope and Content Note**

Includes ad hoc committees, task forces, and focus groups.

Box: 2, Folder: 68  
Box: 2, Folder: 72

**20th Anniversary Task Force 19 June 1995**  
**Rotary Club/Peer Councelling 1991**

**Note**

Joint Proposal

Box: 2, Folder: 64  
Box: 2, Folder: 65  
Box: 3, Folder: 11

**Board Meeting Change Poll 30 October 1991**  
**Board Relations Task Force 10 November 1995**  
**Board Survey 1993**

**Note**

Poll for best meeting dates.

Box: 2, Folder: 67  
Box: 2, Folder: 66

**Consumer Focus Group 20 May 1994**  
**Government Relations Committee 1990**

**Scope and Content Note**

Ad hoc response to proposed State budget cuts. Includes materials from the California Coalition for Mental Health and allied agencies.

**PISL Consultation**

**Scope and Content Note**

Consultant was Rusty Dennison. Packet of materials used by or descriptive of the SHPC.

Box: 2, Folder: 69

**1994**

**Note**

Correspondence

Box: 2, Folder: 70

**03 October 1994**

**Note**

Advanced materials

Box: 2, Folder: 71

**01 November 1994**

**Note**

Results

**4. Grants and Proposals**

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Box: 3, Folder: 43

**Blue Cross Community Foundation Community Clinic Fund 1997**

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Box: 3, Folder: 37

**California Community Foundation 1997**

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**California Wellness Foundation**

**Scope and Content Note**

Community Action for Women's Health Project--"To implement and evaluate a comprehensive screening and health education program targeting American Indian and Samoan women over the age of 40." Project ultimately led to collaboration with the Native Women's Wellness through Awareness project (NAWWA).

**Chronological Files**

Box: 4, Folder: 5

**1994**

Box: 4, Folder: 6

**1995**

Box: 4, Folder: 7

**1996**

Box: 4, Folder: 4

**Original Grant 1993**

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Box: 3, Folder: 36

**FHP Foundation 1996**

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Box: 3, Folder: 38

**National Alliance of Breast Cancer Organizations 1994 - 1997**

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Box: 3, Folder: 42

**Partners in Care 1995**

**Scope and Content Note**

Group of grant proposals and correspondence with several hospitals and charitable foundations.

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Box: 3, Folder: 40

**Retirement Research Foundation 1995**

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Box: 3, Folder: 41

**Robert Wood Johnson Foundation 1996**

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Box: 3, Folder: 39

**Santa Monica Youth Athletic Foundation 1995 - 1996**

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**W. M. Keck Foundation**

Box: 3, Folder: 34

**Interim Report 1995**

Box: 3, Folder: 35

**Final Report 1996**

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**W. M. Keck Foundation**

**Note**

Women's Wellness Program

Box: 3, Folder: 32

**Proposal and Grant 1994**

Box: 3, Folder: 33

**Women's Wellness Program Planning 1994**

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**5. Publications**

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**Happenings**

Note

Extracted from packets created for Board/Advisory meetings. Series incomplete.

Box: 3, Folder: 15	<b>1991</b>
Box: 3, Folder: 16	<b>1992</b>
Box: 3, Folder: 17	<b>1993</b>
Box: 3, Folder: 18	<b>1994</b>
Box: 3, Folder: 19	<b>1995</b>

Note

Final Issue, August 1995.

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Box: 3, Folder: 13      **Prime Scene 1991**

Note

Possibly only published in 1991. Extracted from packets created for Board/Advisory meetings.

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Box: 3, Folder: 14      **Reach Together 1991 -1995**

Note

Extracted from packets created for Board/Advisory meetings. Series very incomplete.

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